

**HANDBOOK FOR  
NEW AIRLINES APPLYING FOR  
OPERATIONAL STATUS AT  
TED STEVENS  
ANCHORAGE INTERNATIONAL AIRPORT**

**Revised: April 2010**



Ted Stevens  
**Anchorage**  
International Airport

## **WELCOME FROM THE AIRPORT MANAGER**

### **John E. Parrott, A.A.E.**

Welcome to Ted Stevens Anchorage International Airport (ANC), a major gateway to Alaska and North America. Anchorage offers unparalleled access to world markets across the globe. Our airport has the distinction of being the preeminent international air cargo crossroad for transpacific freighter activity.

ANC is part of the Alaska International Airports System (AIAS) which also includes the Fairbanks International Airport (FAI) just 350 miles north. Aviation is the primary mode of transportation in Alaska, and our state has the largest most comprehensive aviation infrastructure system in the nation. The AIAS airports work closely together to maximize aviation safety, ensuring access 365 days a year, and providing highly competitive rates and fees.

The airport is a transportation focal point for Anchorage and the rest of our state. It provides 24-hour service, growing passenger numbers, and worldwide cargo operations. ANC serves approximately 5 million passengers per year, and averages 269 domestic and 282 international wide-body cargo operations per week. We are less than 9 ½ hours by air from 90% of the industrialized world, including Asia, Europe, and North America.

Most importantly, we have one of the best Airport Teams in the world. It is the men and women of our airport whom you can rely on to assist in making your business operation successful. Our mission is “to safely, effectively, and efficiently operate and maintain the airport consistent with federal regulatory requirements, high customer services standards, sensitively to user needs, and awareness of community goals.” We are ready and happy to assist you with any questions you may have about our airport facilities, operations, and business development.

Every day of the year, the world comes to Anchorage. When you plan the future of your global, regional, or local business, Ted Stevens Anchorage International Airport is the place to be. Again, welcome to our airports family. We look forward to a long and successful partnership with you.

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## **NEW AIRLINE TENANT REQUIREMENTS**

All prospective air carriers seeking to commence scheduled service at Ted Stevens Anchorage International Airport (ANC) must initiate the following actions before starting operations:

- Domestic and International Airline representatives must submit the following forms:
  - A completed Airline Agreement and Terminal Lease Application with applicable documentation. A copy is included as Appendix I.
  - Certificate of Insurance.
- Airlines that wish to lease/use ticket counters and lease terminal or other airline support space will need to include the specific requirements on the above application.
- The Airport has created a Competitive Access Team to assist carriers with requests for new or expanded services by facilitating access to gates and other airport facilities. The Team consists of the Airport Manager and the Properties Manager. They may be contacted at:

John Parrott, AAE  
Airport Manager  
(907) 266-2690  
[john.parrott@alaska.gov](mailto:john.parrott@alaska.gov)

Debra Herrick  
Properties Manager  
(907) 266-2667  
[debbie.herrick@alaska.gov](mailto:debbie.herrick@alaska.gov)

- Carriers that feel that they have been denied reasonable access to the Airport may file an Airline Access Complaint Form with the Airport Director. A copy of the procedures and form are included as Appendix II.
- Monthly Certified Activity Reports: Each airline serving Anchorage is required to provide specific information regarding their operations at ANC each month. This information is submitted electronically on a Certified Activity Report form. The airline's station manager or ground handler usually prepares these forms for submittal to Airport Accounting. A copy of the Certified Activity Report is included as Appendix III.
- Anchorage has no landing slots or curfews. However, Anchorage is a "landing rights" airport, and as such, a permit must be obtained from the US Customs and Border Protection office when operating international flights.

The contact information is as follows: Area Port Director  
US Customs and Border Protection  
North Terminal, Room NA207  
4600 Postmark Drive  
Anchorage, AK 99502  
(907) 271-6313 - Phone  
(907) 271-6333 - Fax

## **SIGNATORY STATUS REQUIREMENTS**

An airline wishing to become a signatory carrier at the Ted Stevens Anchorage International Airport (ANC) or the Fairbanks International Airport (FAI) (together comprising the Alaska International Airports System, referred to as the "AIAS" or "The System") must agree to provide "Commercial Air Transportation" as defined for purposes of signatory status in the AIAS Operating Agreement and Passenger Terminal Lease ("Operating Agreement"). That definition is "the carriage for compensation of passengers, property, freight, or mail by one or more aircraft of FAA Design Group II or larger or having a Certificated Maximum Gross Takeoff Weight of 12,500 pounds or more, making not less than one hundred fifty-six (156) Landings **at the Airport System** in each consecutive twelve (12)-month period."

If an airline has provided uninterrupted Commercial Air Transportation as defined above for the previous two years, and agrees to continue to do so through the remaining term of the Operating Agreement (currently through June 30, 2013), then that airline may enter into an Operating Agreement with full rights and obligations, including signatory rates for landing and fuel flowage fees, from the date of execution of the Operating Agreement.

If an airline has not provided uninterrupted Commercial Air Transportation for the previous two years, but agrees to do so through the remaining term of the current Operating Agreement, and that airline also enters into a lease of greater than 100 square feet of terminal space or greater than 1,000 square feet of land at either ANC or FAI through the remaining term of the current Operating Agreement, then that airline may also enter into an Operating Agreement with full signatory rights and obligations, including signatory rates for landing and fuel flowage fees, from the date of execution of the Operating Agreement.

If an airline has not provided uninterrupted Commercial Air Transportation for the previous two years, and does not lease Airport terminal space greater than 100 square feet or Airport land greater than one thousand (1,000) square feet for a term at least through the remaining term of the Operating Agreement, but does agree to provide Commercial Air Transportation as defined above through the remaining term of the Operating Agreement, then that airline may enter into an Operating Agreement with full signatory rights and obligations; however, that airline will be required to pay non-signatory rates for two years and will receive a credit or refund of the difference between signatory and non-signatory rates upon the conclusion of its first and second twelve (12)-month period of providing Commercial Air Transportation.

Non-signatory landings at FAI are exempt from the landing fee differential and the fuel flowage fee for non-signatory aircraft >12,500 lbs CMGTW at FAI will be \$0.027 per gallon for the first twenty-five million (25,000,000) gallons of fuel dispensed to a particular non-signatory customer in the fiscal year, until the first day of the month following the month in which the total fuel dispensed at FAI exceeds one hundred million (100,000,000) gallons for that fiscal year at which time the non-signatory fuel flowage fee will be raised to \$0.067 per gallon.

# **INFORMATION GUIDE FOR INTERNATIONAL OPERATIONS**

## **OVERVIEW**

The Ted Stevens Anchorage International Airport provides Federal Inspection Services (FIS) at the North (International) Terminal.

The North Terminal currently has four international gates that are designated for common use in an international configuration only. The North Terminal is a 24-hour facility for processing both passengers and cargo.

Gates are scheduled by Swissport, USA (907-243-3310) on a first-come, first-served basis. Arriving international passengers enter the building and are channeled into a corridor that flows into US Customs' immigration processing areas.

International transit flights arriving from an international origin must clear Customs at first point of entry. Passengers are required to fill out Form I-94 and proceed to the passenger inspection area. US Customs clearance on passengers and baggage is performed at their final destination. International carriers wishing to operate transit flights through Anchorage must have a "Progressive Clearance" Agreement on file with INS. The Airport Marketing Department is available to assist in completing the Agreement.

Upon clearing INS, deplaning passengers proceed to US Customs and Agriculture inspection areas on the ground floor.

The North Terminal can also accommodate International-to-International (ITI) flights at Gate N8. ITI flights are only required to perform a visual document inspection by INS. Passengers, after having documents inspected, may remain in the Gate area until re-boarding.

## **CONCESSIONS AND SERVICES**

The North Terminal has a Duty Free Shop that includes duty free items, fragrances, cosmetics, clothing, souvenirs, health and beauty items, and furs. The North Terminal also has a snack bar with food choices for both American and International tastes, a cocktail lounge, and a smoking room.

# **AIRPORT IDENTIFICATION BADGES AND VEHICLE PERMITS**

Ted Stevens Anchorage International Airport (ANC) is required through 49 CFR 1542, one of the Transportation Security Administration (TSA) regulations governing airport operations, to issue identification badges and vehicle permits. All badges and vehicle permits are issued by the Airport Badge Office. TSA requirements are specific and all directions should be followed to ensure a smooth badging process.

All badging, vehicle permit or related inquiries should be directed to the Airport Badge Office.

General Badge Office Information:

Location: 6040 DeHavilland Avenue next to the Airport Police and Fire station.  
Hours: Monday through Friday 7:00 am to 4:00 pm, closed State and Federal Holidays.  
Phone: (907) 266-2409  
Fax: (907) 266-2554  
Email: [dot.tsaia.badge.office@alasks.gov](mailto:dot.tsaia.badge.office@alasks.gov)

Contacts:

Terri Tibbe  
Airport Security Manager  
Cell: (907) 748-2107  
Phone: (907) 266-2522  
Fax: (907) 266-2646  
Email: [terri.tibbe@alaska.gov](mailto:terri.tibbe@alaska.gov)

Kristin Odsather  
Airport Badge Office Supervisor  
Phone: 907-266-2590  
Email: [kristin.odsather@alaska.gov](mailto:kristin.odsather@alaska.gov)

Airport Badge Office Clerks

Kerry Willis – Phone: 907-266-2535; Email: [kerry.willis@alaska.gov](mailto:kerry.willis@alaska.gov)  
Anna Lufkin – Phone: 907-266-2637; Email: [anna.lufkin@alaska.gov](mailto:anna.lufkin@alaska.gov)  
Richard Wooten – Phone: 907-266-2675; Email: [rich.wooten@alaska.gov](mailto:rich.wooten@alaska.gov)

To report a lost or stolen badge or for employee termination notification after hours, call Airport Dispatch at (907) 266-2415.

## **AIRSIDE OPERATING INFORMATION**

The Ted Stevens Anchorage International Airport (ANC) movement areas (runways, taxiways, safety areas, etc.) are controlled by Airport Operations. Tenants are not permitted to enter the movement areas without an escort from Airport Operations. Escorts will be conducted on request during emergency situations, or by appointment for all other times.

Airport Operations maintains the Airport Certification Manual (ACM) and Airfield Drivers Safety Training Program. Each carrier operating at ANC must be familiar with the procedures contained in the ACM. This manual contains important telephone numbers and airport maps. A copy is available in the Operations Office.

All personnel who will be operating a ground vehicle on the airfield must complete the Airfield Drivers Training Program through the Airport Badge Office.

Two aircraft run-up (blast) pads are located on the airfield. Contact Airport Operations for availability and use. You must receive permission prior to using the pads at night.

The ramps (gate areas) are uncontrolled. Flow-through cargo refueling spots and North Terminal passenger gates are scheduled by Swissport USA (907) 243-3310. Papa and Kilo ramps, as well as South Terminal State-controlled passenger gates, are scheduled by Airport Operations.

Low visibility operations: Contact Airport Operations for information concerning the Surface Movement Guidance and Control System (SMGCS). Airport Operations may be contacted at (907) 266-2600.



# ALASKA INTERNATIONAL AIRPORTS SYSTEM

## RATES AND FEES

### Terminal Rental Rate:

<b>Long-term Lease (until at least June 30, 2013)</b>	<b>\$ 61.59 per square foot per year</b>
<b>Month-to-Month Lease or Permit</b>	<b>\$ 76.99 per square foot per year</b>

### Landing Fee:

(For Aircraft 6,000 lbs and greater CMGTW)

<b>Signatory Airline Aircraft</b>	<b>\$ 1.35 per</b> 1,000 pounds CMGTW
Aircraft 12,500 lbs and less CMGTW	\$ 1.35 per 1,000 pounds CMGTW
FAI Non-Signatory Aircraft > 12,500 lbs CMGTW	\$ 1.35 per 1,000 pounds CMGTW
ANC Non-Signatory Aircraft > 12,500 lbs CMGTW	\$ 1.69 per 1,000 pounds CMGTW

### Fuel Flowage Fee:\*

(Applies to all fuel/all aircraft)

Signatory Airline Aircraft	\$ 0.027 per gallon
Aircraft 12,500 lbs and less CMGTW	\$ 0.027 per gallon
<b>Non-Signatory Airline Aircraft &gt;12,500 lbs CMGTW</b>	<b>\$ 0.067 per gallon</b>

**\*At FAI, the Fuel Flowage Fee for Non-Signatory Aircraft >12,500 lbs CMGTW will be \$0.027 per gallon for the first twenty five million (25,000,000) gallons of fuel dispensed to a Non-Signatory customer in the fiscal year, until the first day of the month after the month in which total fuel dispensed at FAI exceeds one hundred million (100,000,000) gallons for that fiscal year.**

### Aircraft Ramp Rental Rate:

\$ 0.81 per square foot per year

### Federal Inspection Service Fee:

FIS Fee per Aircraft Inspection	\$ 35.00 per inspection
FIS Fee per Deplaning Passenger	\$ 3.04 per passenger per inspection

### Aircraft Parking Charge Rate:

Narrow Body Aircraft (single aisle) – up to 4 hours	\$ 56.21 per use (1 x a/c parking charge rate)
Wide Body Aircraft (two or more aisles) – up to 4 hours	\$112.42 per use (2 x a/c parking charge rate)
Narrow Body Aircraft (single aisle) – 4 to 24 hours	\$168.63 per use (3 x a/c parking charge rate)
Wide Body Aircraft (two or more aisles) – 4 to 24 hours	\$224.83 per use (4 x a/c parking charge rate)

### Common Use Premises Charge:

All common use premises	\$ 2.03 per enplaned passenger
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### Airport Administered Premises Charges:\*\*

Airport Administered Gate Per Turn (one landing and departure of an aircraft):

Wide Body (two or more aisles)	\$471.75 per turn
Narrow Body (single aisle and > 100 seats)	\$262.08 per turn
Self-Propelled	\$ 40.00 per year
Non-Self-Propelled	\$ 20.00 per year
Regional (50 – 99 seats)	\$183.46 per turn
Commuter (fewer than 50 seats)	\$104.83 per turn
Passenger Jet Bridge Fee	\$163.74 per turn
Ticket Counter / Bag Make-Up Space	\$ 19.29 per hour

**\*\*Amount paid in a Fiscal Year by a Signatory Airline on a per turn basis is not to exceed the amount which would have been paid by that airline as preferential use premises for that entire fiscal year.**

**Ground Support Equipment (GSE) Parking Sticker Fee:**

Self-Propelled

\$ 40.00 per year

Non-Self-Propelled

\$ 20.00 per year

**GROUND HANDLERS**  
**(Full Service and Specialized Services)**

**Aeromag Contego ANC LLC**

(De-icing Only)

6200 Boeing Avenue

Anchorage, AK 99502

(907) 245-0526

**Air Liquide America Corp**

(Cylinder Gases Only)

6415 Arctic Blvd.

Anchorage, AK 99518

(907) 564-9742

**Delta Air Lines Global Services, Inc.**

(All Services)

5000 West Int'l Airport Road, Rm C1754

Anchorage, AK 99502-1093

(907) 344-6450

**Elite Line Services**

(Corporate Aircraft Only)

4750 Old International Airport Road

Anchorage, AK 99502

(907) 266-7262

**Era FBO LLC**

(Corporate Aircraft Only)

6160 Carl Brady Drive

Anchorage, AK 99502

(907) 266-7262

**Evergreen Aviation Ground  
Logistics Enterprises (E.A.G.L.E.)**

(All Services)

PO Box 190849

Anchorage, AK 99519

(907) 243-3880

**F&E Ground Handling**

4001 Old Int'l Airport Road, Unit 7

Anchorage, AK 99502

(907) 360-2400

**Flight Services & Systems, Inc.**

(Aircraft Security Only)

5000 West Int'l Airport Road, Room C3330

Anchorage, AK 99502

(907) 245-1677

**Northern Air Maintenance Service, Inc.**

(Passenger Carriers)

3900 Old International Airport Road

Anchorage, AK 99502

(907) 677-4200

**Olympic Security Services, Inc.**

(Aircraft Security Only)

2632 Brookspone Loop

Anchorage, AK 99515

(907) 248-5193

**Pegasus Aircraft Maintenance**

(All Services)

3901 Old International Airport Road

Anchorage, AK 99502

(907) 301-2712

**Ross Anchorage, LLC**

(Corporate Aircraft Only)

6121 S. Airpark Place, #2

Anchorage, AK 99502

(907) 245-1232

**Signature Flight Support Corp.**

(Corporate Aircraft)

6231 S. Airpark Place

Anchorage, AK 99502

(907) 243-7627

**Swissport USA, Inc.**

(All Services)

PO Box 190408

Anchorage, AK 99519-0408  
(907) 243-3310

## **FUEL SUPPLIERS**

A faded background image showing a large commercial aircraft on a tarmac. A fuel truck is positioned next to the aircraft, with a fuel hose connected to its wing. A person is visible on the truck, likely operating the fueling process. The scene is set outdoors under a clear sky.

### **Anchorage Fueling and Service Co.**

PO Box 190246  
Anchorage, AK 99519-0246  
(907) 243-4322

### **Era FBO, LLC dba Million Air**

6160 Carl Brady Drive  
Anchorage, AK 99502  
(907) 266-7262

### **Inlet Petroleum Company**

459 West Bluff Drive  
Anchorage, AK 99501  
(907) 274-3835

### **International Aviation Service, Inc.**

4200 West 50<sup>th</sup> Avenue  
Anchorage, AK 99502  
(907) 243-4183

### **Petro Star, Inc.**

PO Box 240108  
Anchorage, AK 99524  
(907) 267-6142

### **Signature Flight Support Corp.**

6231 S. Airpark Place  
Anchorage, AK 99502  
(907) 243-7627

## **AIRCRAFT MAINTENANCE PROVIDERS**



### **Era FBO LLC**

(Corporate Aircraft Only)  
6160 Carl Brady Drive  
Anchorage, AK 99502  
(907) 266-7262

### **F&E Aircraft Maintenance**

4001 Old Int'l Airport Road, Unit 7  
Anchorage, AK 99502  
(907) 360-2400

### **Pegasus Aircraft Maintenance**

(All Services)  
3901 Old International Airport Road  
Anchorage, AK 99502  
(907) 301-2712

### **Ross Anchorage, LLC**

(Corporate Aircraft Only)  
6121 S. Airpark Place, #2  
Anchorage, AK 99502  
(907) 245-1232

### **Signature Flight Support Corp.**

(Corporate Aircraft Only)  
6231 S. Airpark Place  
Anchorage, AK 99502  
(907) 243-7627

### **Swissport USA, Inc.**

(All Services)  
PO Box 190408  
Anchorage, AK 99519-0408  
(907) 243-331



## **FACILITIES**

### **Alaska CargoPort, LLC**

(Full Service Heavy Cargo Ramp/  
Transload Operations)  
6200 Boeing Avenue  
Anchorage, AK 99502  
(907) 243-0390

### **Era FBO, LLC**

dba Million Air Anchorage  
(Full Service FBO)  
6160 Carl Brady Drive, Hangar 1  
Anchorage, AK 99502  
(907) 266-7262

### **Ross Anchorage, LLC**

(Full Service FBO)  
6121 S. Airpark Place, #2  
Anchorage, AK 99502  
(907) 245-1232

### **Signature Flight Support Corporation 3600 Int'l Airport Road**

(Full Service FBO)  
6231 S. Airpark Place  
Anchorage, AK 99502  
(907) 243-4328

## **CATERING COMPANIES**



### **LSG SkyChefs**

(Cargo and Passenger)  
Dave Sandell  
General Manager  
4370 Old International Airport Road  
Anchorage, AK 99502  
(907) 248-2424

### **Airline Support**

(Cargo and Passenger)  
Voytek Bogdziweiez  
Contract Manager  
PO Box 190735  
Anchorage, AK 99519-0735  
(907) 272-2211

### **Hot Wings of Alaska**

(Cargo Crews Only)  
3600 Old International Airport Road  
Anchorage, AK 99502  
(907) 250-0989

## **GOVERNMENT AGENCIES**



### **Federal Aviation Administration**

Robert M. Lewis, Administrator, Alaska Region  
Val Jokela, Community Relations  
222 West 7th, #14  
Anchorage, AK 99513-7587  
(907) 271-5645

### **Transportation Security Administration**

Corky Caldwell, Federal Security Director  
4000 West 50th, Suite 300  
Anchorage, AK 99502  
(907) 271-2243

### **U.S. Customs and Border Protection**

Jeff Lisius, Area Port Director  
Inspection Section (downstairs)  
Cargo/Marine Section (upstairs)  
605 West 4th #205  
Anchorage, AK 99501  
(907) 271-2675  
Kymberly Fernandez, Chief  
Jerry McGee, Chief  
North Terminal, Room NA207  
4600 Postmark Drive  
Anchorage, AK 99502  
(907) 271-6309

### **U.S. Department of Agriculture**

North Terminal, Room NA207  
4600 Postmark Drive  
Anchorage, AK 99502  
(907) 271-1236

### **U.S. Department of Fish & Wildlife**

North Terminal, Room NB207  
4600 Postmark Drive  
Anchorage, AK 99502  
(907) 271-6198

### **U.S. Department of Health & Human Services, Center for Disease Control**

Anchorage Quarantine Station  
North Terminal, Room NA212  
4600 Postmark Drive  
Anchorage, AK 99502  
(907) 271-6301



## **NEW AIRLINE CHECK-LIST**

(This checklist has been included as an organizational tool and is not required to be submitted with your application.)

	Domestic Carrier	International Carrier
Fuel Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Catering Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Ground Handler	<input type="checkbox"/>	<input type="checkbox"/>
Cargo Handler	<input type="checkbox"/>	<input type="checkbox"/>
Submit Public Phone Number	<input type="checkbox"/>	<input type="checkbox"/>
Certified Activity Report	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for PFC Payment	<input type="checkbox"/>	<input type="checkbox"/>
FIS Contact	<input type="checkbox"/>	<input type="checkbox"/>
Employees' Security Badges	<input type="checkbox"/>	<input type="checkbox"/>
Airport Signage	<input type="checkbox"/>	<input type="checkbox"/>
Station Manager's Parking	<input type="checkbox"/>	<input type="checkbox"/>
Space Requests	<input type="checkbox"/>	<input type="checkbox"/>
Gate	<input type="checkbox"/>	<input type="checkbox"/>
Ticketing	<input type="checkbox"/>	<input type="checkbox"/>
Office	<input type="checkbox"/>	<input type="checkbox"/>
Lounge	<input type="checkbox"/>	<input type="checkbox"/>
Cargo	<input type="checkbox"/>	<input type="checkbox"/>
International Fuel Consortium	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Certificate	<input type="checkbox"/>	<input type="checkbox"/>
US Customs Permit	<input type="checkbox"/>	<input type="checkbox"/>

## **APPENDIX I**

### **AIRLINE AGREEMENT & TERMINAL LEASE APPLICATION**

# **TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT**

**Department of Transportation & Public Facilities**

**Leasing & Property Management**

**PO Box 196960, Anchorage AK 99519-6960**

**Phone: 907-266-2420 ♦ Fax: 907-266-2458**

## **INSTRUCTIONS AND INFORMATION FOR AIRLINE AGREEMENT AND TERMINAL LEASE APPLICATION**

All lease and permit applications must be accompanied by a \$25.00 non-refundable application service fee (Government agencies are exempt). Checks should be made payable to "State of Alaska."

The State reserves the right to return incomplete applications or request additional information. Lease applicants are encouraged to review 17 AAC 42.200-42.245 for help in understanding the regulations that govern the Airport's lease application review process.

The current rental rate for terminal space is available at <http://www.dot.state.ak.us/anc/business/leasing/index.shtml> under Related Information, Airport Rates & Fees. Pursuant to 17 AAC 42.300, a lease may be offered through the competitive bid process, or, with regard to concession leases, may be offered through the request for proposals process and may include percentage rent based on gross sales.

### **Please complete the application according to the following instructions:**

1. & 2. Applicant Information: For commercial applicants, the name in Item 2 must match the business license, corporation, or other certificate name.
3. Name of Contact Person: Name of local contact person if other than applicant.
4. Business Information: Check only one box and attach copies of your Alaska business license, corporate or LLC certificate, Articles of Organization or Incorporation (with latest meeting minutes showing officers, current signatory authority), and/or partnership agreement (can be for private or commercial and must show who has signatory authority for the partnership). Businesses need to be registered with the State of Alaska in order to enter into a lease or permit.
5. Description of Property and Term Requested: Indicate the room number(s) of the space you are interested in (attach drawing if possible) and desired contract term (length in years, months, or days).
6. Existing Lessee Information: Check "yes" only if you are the current lessee of the space being requested.
7. Competing Application: If this application is being filed in response to a public notice, mark yes and fill in the ADA number and premises description from the notice.
8. Type of Agreement Desired: Check the box next to the desired agreement type, if known.
9. Requested Use(s) of the Property: List all intended uses.
10. Regularly Scheduled Airline: Indicate yes or no. If yes, attach a copy of your flight schedule.
11. Aircraft and Commercial Aviation Information: Enter the type and number of aircraft which will be operated from the terminal in conjunction with this lease, if any.
12. Name and Signature: Sign your application and print your name, company name, title and the date.
13. Application Checklist: Check attachments to be sure all required items are submitted:
  - a. \$25.00 non-refundable application fee (except for exempt government agencies). Checks should be made payable to "State of Alaska". Applications submitted without a filing fee may not be processed.
  - b. Sign and date the application.
  - c. Alaska Business License or other requested business documentation **(not required for international carriers applying for an operating permit only)**.

**OTHER:** Pursuant to 17 AAC 42.125, leases may include a percentage of gross business sales charge or be competitively offered.

**INSURANCE:** In most cases, the lessee is required to carry adequate insurance to protect both the lessee and the State against comprehensive public liability and property damage. The terms and limits of the insurance requirements will be based on the risks relative to the lessee's operations. This may include:

- ◆ Minimum coverage limits of \$1 million per occurrence or such higher limits as the State reasonably finds necessary to provide adequate and appropriate coverage for the risks posed by the applicant's use of the Premises and activities at the Airport; or
- ◆ Airlines: Airline/Aircraft/Airport Public Liability Insurance or Equivalent Insurance at \$150,000 per seat (Gate Use/Commuter Airlines); and \$750,000 per seat for aircraft with a designed maximum seating capacity of up to and including 99 seats and \$1 million per seat for aircraft with a designed maximum seating capacity of 100 seats or more (Operating Agreements and Operating Permits); and
- ◆ Worker's Compensation insurance coverage for all employees engaged in work, as required under AS 23.30; and
- ◆ State of Alaska named as Additional Assured; and
- ◆ Waiver of Subrogation endorsement; and
- ◆ 30-day notice of cancellation.

(It is suggested that the applicant investigate the cost of such coverage prior to making application for lease.)

**TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT**  
STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
**LEASING & PROPERTY MANAGEMENT**

**AIRLINE AGREEMENT AND TERMINAL LEASE APPLICATION**

<b>1. Name and Mailing Address of Applicant:</b> Name: _____ Address: _____ _____ _____ Phone: (     ) _____ FAX: (     ) _____ e-mail: _____	<b>2. Name to Appear on Lease:</b> Name: _____ Address: _____ _____ _____ Phone: (     ) _____ FAX: (     ) _____ e-mail: _____									
<b>3. Name of Contact Person:</b> Name: _____ Phone: (     ) _____ FAX: (     ) _____ e-mail: _____	<b>4. If Applicant is a business, indicate which type below and provide documentation as required in the instructions.</b> <table style="width: 100%;"><tr><td><input type="checkbox"/> Individual</td><td><input type="checkbox"/> Partnership</td></tr><tr><td><input type="checkbox"/> Corporation</td><td><input type="checkbox"/> Limited Liability Company (LLC)</td></tr><tr><td><input type="checkbox"/> Government</td><td><input type="checkbox"/> Other _____</td></tr></table> <p><i>Are you registered to do business in the State of Alaska?</i> <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Government	<input type="checkbox"/> Other _____			
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership									
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)									
<input type="checkbox"/> Government	<input type="checkbox"/> Other _____									
<b>5. Description of Area Requested (if no room number exists, attach drawing showing proposed location and dimensions):</b> _____ _____ _____ _____ _____  Term Requested: _____ Starting Date: _____										
<b>6. Is this an application for renewal of an existing contract?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following: Lease/Permit No.: ADA-_____ Expiration date: _____										
<b>7. Is this intended as a competing application in response to a current public notice?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following: Lease/Permit No.: ADA-_____ Property Description: _____										
<b>8. Type of agreement desired (check applicable box):</b> <table style="width: 100%;"><tr><td><input type="checkbox"/> Operating Agreement</td><td><input type="checkbox"/> Commuter Lease</td><td><input type="checkbox"/> Gate Use Agreement</td></tr><tr><td><input type="checkbox"/> Operating Permit</td><td><input type="checkbox"/> Terminal Lease</td><td><input type="checkbox"/> Concession: _____</td></tr><tr><td><input type="checkbox"/> Other: _____</td><td></td><td></td></tr></table>		<input type="checkbox"/> Operating Agreement	<input type="checkbox"/> Commuter Lease	<input type="checkbox"/> Gate Use Agreement	<input type="checkbox"/> Operating Permit	<input type="checkbox"/> Terminal Lease	<input type="checkbox"/> Concession: _____	<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Operating Agreement	<input type="checkbox"/> Commuter Lease	<input type="checkbox"/> Gate Use Agreement								
<input type="checkbox"/> Operating Permit	<input type="checkbox"/> Terminal Lease	<input type="checkbox"/> Concession: _____								
<input type="checkbox"/> Other: _____										

[illegible]

**11. Type and number of aircraft which will be operated from the terminal in conjunction with use of the area:**

	Under 6,500#	6,500-12,500#	12,500-25,000#	25,000-200,000#	200,000# & over
Fixed Wing Aircraft:					
Rotary Wing Aircraft:					

12. Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

- Enclosed the nonrefundable \$25.00 application fee?
- Completed and signed the application?
- Attached required drawings and documents?
- Provided Alaska Business License or other requested business documentation?

**UNSIGNED OR INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

## **APPENDIX II**

### **AIRLINE ACCESS COMPLAINT PROCEDURES & FORM**

## AIRLINE ACCESS COMPLAINT PROCEDURES

The Ted Stevens Anchorage International Airport has committed to accommodate any carrier seeking to initiate or expand service in Anchorage. In the event a carrier feels that their facility requirements are not met, there is both an informal and formal process for resolution of any complaints.

**INFORMAL PROCESS:** If the complainant does not receive cooperation and accommodation from an existing carrier, an informal complaint may be either written or verbally directed to the Leasing Office, the Airport Competitive Access Team, or the Airport Director or his staff. The Airport Competitive Access Team will attempt to mediate the matter in order to avoid having to exercise more divisive authority.

**FORMAL PROCESS:** If the dispute is not resolved satisfactorily with the complainant, a formal written complaint should be filed. A copy of the form is included in Appendix II. Airlines have a right under 17 AAC 42.910 to protest Airport decisions. To protest a decision, the affected Airline must submit to the Airport a descriptive written protest within 21 calendar days after being informed of the decision. The Airport Director must then deliver a written decision on the protest within 15 calendar days from receiving the protest.

An aggrieved Airline has the right under 17 AAC 42.920 to appeal the Airport Director's protest decision. To appeal a protest decision, the affected Airline must submit to the Commissioner of the State of Alaska Department of Transportation & Public Facilities (the Commissioner) a written appeal within 21 calendar days after being informed of the decision on the protest. The Commissioner then appoints a review officer who may either hold a hearing or, if no hearing has been requested or there are no material facts in dispute, consider the appeal without a hearing. The review officer submits a written recommendation to the Commissioner who accepts the review officer's recommendation, remands the recommendation back to the review officer with instructions or issues a written decision based on the appeal record. A copy of the Commissioner's decision is sent to the appellant airline.

The Commissioner's decision on an appeal is the final administrative decision of the Department of Transportation and Public Facilities. Further appeals would be made to the Alaska Superior Court under the Alaska Rules of Appellate Procedure.



## AIRLINE ACCESS COMPLAINT FORM

DATE: \_\_\_\_\_

TO: Airport Director  
Ted Stevens Anchorage International Airport  
P.O. Box 196960  
Anchorage, AK 99519-6960

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above airline is filing a formal complaint after having been denied reasonable access to facilities at Ted Stevens Anchorage International Airport. Airline may provide written comments below or attach a document containing the details of denied access.

Complaint:

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Signed: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **APPENDIX III**

### **CERTIFIED ACTIVITY REPORT FORMS**

#### **SIGNATORY CARRIERS**

#### **NON-SIGNATORY CARRIERS**



## ALASKA INTERNATIONAL AIRPORT SYSTEM INSTRUCTIONS FOR CERTIFIED ACTIVITY REPORT



### CAR DATA TAB

- 1a Aircraft Description:** List description of each aircraft type used (e.g. "Description" - B737).
  - 1b Model:** List model of each aircraft type used (e.g. "Model" - 200).
  - 2 Jet (J) or Non-Jet (N):** Enter "J" for jet aircraft or "N" for non-jet aircraft.
  - 3 Cargo (C) or Passenger (P):** Enter a "P" for passenger flights or "C" for cargo flights. If a flight is a combination of passenger and cargo it should be considered as a passenger flight. If the same type of aircraft is used for both passenger flights and for all-cargo flights in the same month, each kind of usage should be listed separately.
  - 4 Certified Maximum Gross Take-off Weight:** Enter Certified Maximum Gross Takeoff Weight (CMGTW) for each aircraft type/model listed. Please record all landings, even those for aircraft under 6,000 pounds. Fees apply only to aircraft 6,000 pounds and above.
  - 5 Landing Fee:** The landing fee at the rate indicated times CMGTW. Automatically calculated.
  - 6 Number of Landings:** Enter the number of landings for each aircraft type.
  - 7 Landing Fees Due:** The aircraft landing fee (5) multiplied by the number of landings (6). Automatically calculated.
- 8, 9, 10 Daily aircraft parking fees** are due for utilizing airport administered parking aprons by all cargo aircraft 6,000 lbs CMGTW and above. Record then number of parkings according to the aircraft type (narrow or wide body), duration (up to 4 hours and over 4 hours, not to exceed 24 hours). The Parking Fees Due will be automatically calculated.
- 11 ANCHORAGE INTERNATIONAL AIRPORT**  
**Airport Administered Fees:**  
Record the number of South Terminal and North Terminal gate usages according to the aircraft type (narrow or wide body, regional, or commuter). Fees will be automatically calculated.  
**Common Use:**  
Air carriers with a Designated Primary Bag Claim: List the number of enplaned passengers.  
Air carriers without a Designated Primary Bag Claim: List the number of enplaned passengers. Fees will be automatically calculated.
- 12 FAIRBANKS INTERNATIONAL AIRPORT**  
**Airport administered fees:**  
Record the number of gate usages according to the aircraft type (narrow or wide body, regional, or commuter). Fees will be automatically calculated.  
**Common Use:**  
List the number of enplaned passengers and multiply by the rate indicated. Fees will be automatically calculated.
- 13 INDIVIDUAL PER USE FEES**  
**Federal Inspection Service Fee:**  
List the number of arriving flights which utilize the services of the Federal Customs Inspection Service (FIS) and multiply by the rate indicated.  
List the number of deplaned (rev & non-rev) passengers and multiply by rate indicated. This exclude flight crews or in-transit passengers who do not leave the terminal. Fees will be automatically calculated.  
**Ticket Counter:**  
List the number of uses for Passenger Jet Bridge per turn and multiply by the rate indicated. List  
the number of uses of the state owned ticket counter/bag makeup space multiply by the rate indicated per hour. Fees will be automatically calculated.
- 14 TOTAL OF ALL FEES.** The accurate reporting of activities and payment of fees reportable on this form are ultimately the responsibility of the air carrier that conducts the activity. Each operating carrier is responsible for full and timely payment of fees and timely submission of CAR, regardless of whether the carrier or it's agent prepares and submits the CAR or payment. If providing ground-handling services under other than the Operating Agreement, a CAR and payment are due together from the ground-handler.

## **ALASKA INTERNATIONAL AIRPORT SYSTEM INSTRUCTIONS FOR CERTIFIED ACTIVITY REPORT**

- 15** For either Airport, list the total number of passengers, both **revenue and non-revenue**. Carriers providing both international and domestic passenger service must file separate monthly certified activity reports for each type of service.
- Deplaned Passengers** - The number of passengers exiting an aircraft. For this purpose, count destination passengers or passengers connecting within a carrier's system or to another carrier.
- Enplaned Passengers** - The number of passengers boarding an aircraft. For this purpose, count originating passengers or connecting passengers within a carrier's system or from another carrier.
- Transit Passengers** - The number of passengers whose flight number remains the same arriving and departing the airport. For this purpose, passengers changing aircraft but maintaining the same flight number are counted as transit passengers. Count each transit passenger once.
- Note:** Passengers changing flights and stopover passengers will be counted twice, once as deplaned and once as enplaned.
- 16** List the number of pounds of air cargo including mail, freight, express freight, and transit freight.
- 16a Deplaned Freight** - All revenue and non-revenue freight, with the exception of U.S. mail and passenger bags, that is unloaded from an aircraft including transfers, crossloads, transloads, interlined, express and/or originating freight. Do not include transit freight, i.e. freight that remains on an aircraft, or freight offloaded exclusively for customs and then reloaded on the same aircraft using the same flight number.
- Enplaned Freight** - All revenue and non-revenue freight, with the exception of U.S. mail and passenger bags, that is loaded onto an aircraft including transfers, crossloads, transloads, interlined, express and/or originating freight. Do not include transit freight, i.e. freight that remains on an aircraft, or freight offloaded exclusively for customs and then reloaded on the same aircraft using the same flight number.
- Transit Freight** - Freight that is not enplaned or deplaned at ANC/FAI that remains on an aircraft and passes through ANC/FAI in transit to another destination, including cargo offloaded exclusively for customs and then reloaded on the same aircraft using the same flight number.
- 16b Deplaned Mail** - U.S. mail, including bypass mail, that is unloaded from an aircraft including transfer crossloads, interlined, express, and/or originating mail. Do not include transit mail, i.e. mail that remains on an aircraft, or is offloaded exclusive.
- Enplaned Mail** - U.S. mail, including bypass mail, that is loaded onto an aircraft including transfer crossloads, interlined, express, and/or originating mail.
- 17** List the number of enplaned and deplaned crew members from all crew changeovers.
- 18** List your fuel supplier and the number of gallons of aviation fuel supplied.

### **Ted Stevens Anchorage International Airport**

P.O. Box 196960  
Anchorage, AK 99519-6960  
Accounting: (907)266-2414 or 266-2412 voice/ (907)266-2100 fax  
E-mail: [DOT.aia.finance@alaska.gov](mailto:DOT.aia.finance@alaska.gov)  
visit us at : [www.anchorageairport.com](http://www.anchorageairport.com)

### **Fairbanks International Airport**

6450 Airport Way, Suite 1  
Fairbanks, AK 99709  
Accounting: (907)474-2509 or 474-2510 voice/ (907)474-2513 fax  
[dot.fai.accounting@alaska.gov](mailto:dot.fai.accounting@alaska.gov)

**ALASKA INTERNATIONAL AIRPORT SYSTEM  
STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**



Ted Stevens  
ANCHORAGE INTERNATIONAL AIRPORT  
P.O. BOX 196960  
ANCHORAGE, AK 99519-6960

FAIRBANKS INTERNATIONAL AIRPORT  
6450 AIRPORT WAY, SUITE 1  
FAIRBANKS, AK 99709



## **Certified Activity Report**

This spreadsheet is to be used to submit via Email the Certified Activity Report information to the Ted Stevens Anchorage International Airport (ANC) or Fairbanks International Airport (FAI). Separate reports are required for each airport.

Please fill in the ID Information on the ID Info sheet and enter the CAR Data on the CAR Data sheet. **You will need to specify if you are a Signatory, Non-Signatory, or Commercial Carrier for the excel spreadsheet to calculate rate properly.** The light blue fields are applicable to both ANC & FAI. The tan fields are for ANC while the light green fields are for FAI. Use the TAB field to navigate between enterable fields. Detail instructions are written on the sheet titled Instructions.

***Please submit this spreadsheet as an EXCEL 97 or 2003 workbook.***

**For Ted Stevens Anchorage International Airport Email to:**

**[DOT.aia.finance@alaska.gov](mailto:DOT.aia.finance@alaska.gov)**

For Fairbanks International Airport Email to:

**[dot.fai.accounting@alaska.gov](mailto:dot.fai.accounting@alaska.gov)**

ALASKA INTERNATIONAL AIRPORT SYSTEM  
STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Certified Activity Report For The Month Ending:

Signatory Carrier:

Date (mm/dd/yy)

☐

This report is for activity at:  
(Check one)

☐

**TED STEVENS  
ANCHORAGE INTERNATIONAL AIRPORT  
P.O. BOX 196960  
ANCHORAGE, AK 99519-6960**

FAIRBANKS INTERNATIONAL AIRPORT  
6450 AIRPORT WAY, SUITE 1  
FAIRBANKS, AK 99709



Company:

Billing:

Address:

  

Summary: Landing Fees: \$ -  
Parkings: \$ -  
Additional Charges: \$ -

**Total Due** \$ -

IF YOU PROVIDE GROUND-HANDLING SERVICES TO OTHER AIR CARRIERS, A SEPARATE CERTIFIED ACTIVITY REPORT (CAR) MUST BE SUBMITTED FOR EACH CARRIER GROUND-HANDLED.  
SEE INSTRUCTIONS ON REVERSE SIDE # 14.

I HEREBY CERTIFY THAT THIS INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Date:

BY:

PER ATTACHED FAX COPY

Phone:

Fax:

**NOTE: THIS REPORT AND PAYMENT ARE DUE IN THE AIRPORT ACCOUNTING OFFICE BY THE 10TH OF THE MONTH FOR THE PREVIOUS MONTH'S ACTIVITIES.**

**INTEREST WILL BE CHARGED ON ALL DELINQUENT ACCOUNTS.**

**ANY CARRIER PROVIDING BOTH INTERNATIONAL AND DOMESTIC PASSENGER SERVICE MUST FILE SEPARATE MONTHLY CERTIFIED ACTIVITY REPORTS FOR EACH TYPE OF SERVICE.**

**REVISED RATES EFFECTIVE JANUARY 2010.**

**SEE INSTRUCTIONS SHEET FOR ADDITIONAL INFORMATION**

**ALASKA INTERNATIONAL AIRPORT SYSTEM**  
**Ted Stevens Anchorage International Airport**

0

CERTIFIED ACTIVITY REPORT FOR THE MONTH ENDING:

**Landing Fee Information**

AIRCRAFT INFORMATION					LANDING FEE INFORMATION		
					Signatory		
1a	1b	2	3	4	5	6	7
AIRCRAFT DESCRIPTION	MODEL	JET (J) or NON-JET(N)	CARGO (C) or PAX (P)	CERTIFIED MAXIMUM GROSS TAKE-OFF WEIGHT	LANDING FEE 1.35/M LBS	NO. OF LANDINGS	LANDING FEES DUE
1					\$ -		\$ -
2					\$ -		\$ -
3					\$ -		\$ -
4					\$ -		\$ -
5					\$ -		\$ -
6					\$ -		\$ -
7					\$ -		\$ -
8					\$ -		\$ -
9					\$ -		\$ -
10					\$ -		\$ -
11					\$ -		\$ -
12					\$ -		\$ -
13					\$ -		\$ -
14					\$ -		\$ -
						Total Landing Fees	\$ -
						(includes additional landings)	

**AIRCRAFT PARKING FEE INFORMATION**

	8) PARKING FEE	9) NO. OF PARKINGS	10) PARKING FEES DUE	
Wide Body up to 4 hrs.	\$112.42		-	
Wide Body over 4hrs (not to exceed 24 hrs.)	\$224.83		-	
Narrow Body up to 4 hrs.	\$56.21		-	
Narrow Body over 4hrs. (not to exceed 24 hrs.)	\$168.63		-	
TOTAL PARKING FEES			-	
				Total Parking Fees
				\$ -

**ADDITIONAL AIRPORT CHARGES**

11 ANCHORAGE:

12 FAIRBANKS:

AIRPORT ADMINISTERED FEES

		Gate Fee (Per Turn)		Gate Fee (Per Turn)		
		South Terminal	North Terminal	FIA		
Wide Body	\$471.75 x				\$	-
Narrow Body	\$262.08 x				\$	-
Regional	\$183.46 x				\$	-
Commuter	\$104.83 x				\$	-
<b>COMMON USE - BAG CLAIM:</b>						
Each enplaned passenger(primary)		AIA			\$	-
X \$2.03 =						
Each enplaned passenger(all others)		AIA/FIA			\$	-
X \$2.03 =						
						Total Gate & Bag Claim Fees
						\$ -
<b>13 Individual Use Fees</b>						
<b>FEDERAL CUSTOMS INSPECTION SERVICE USE:</b>		AIA/FIA				
Airplane Inspection	\$35/per X				\$	-
Deplaning Passenger	\$3.04/per passenger X				\$	-
<b>TICKET COUNTERS:</b>						
Passenger Jet Bridge Fee	\$163.74/per turn x	South Terminal	North Terminal	FIA	\$	-
Bag Makeup Space	\$19.29/per hour X				\$	-
						Total Individual Use Fees
						\$ -
Total Individual Use Fees						
						14 TOTAL DUE \$ -

**15 PASSENGER INFORMATION**

	ANCHORAGE SOUTH TERMINAL		ANCHORAGE NORTH TERMINAL		FAIRBANKS INTERNATIONAL TERMINAL	
	Revenue	Non-Revenue	Revenue	Non-Revenue	Revenue	Non-Revenue
DEPLANED						
ENPLANED						

ALASKA INTERNATIONAL AIRPORT SYSTEM  
Ted Stevens Anchorage International Airport

IN TRANSIT					
TOTAL PAX	0	0	0	0	0

16a FREIGHT INFORMATION LBS.

	Domestic	International	Total
DEPLANED			0
ENPLANED			0
IN TRANSIT			0
TOTAL FREIGHT	0	0	0

16b AIRMAIL INFORMATION LBS.

	Domestic	International	Total
DEPLANED			0
ENPLANED			0
TOTAL MAIL	0	0	0

17 CREW CHANGEOVER

DEPLANED:	ENPLANED:

18 FUEL INFORMATION

	TOTAL GALLONS
FUEL SUPPLIED BY:	AVIATION FUEL:

0



Total      Landing Fees      \$      -  
(both sheets)

Additional Landing Fee Information

AIRCRAFT INFORMATION					LANDING FEE INFORMATION			
1a	AIRCRAFT DESCRIPTION	1b MODEL	2 JET (J) or NON-JET(N)	3 CARGO (C) or PAX ( P)	4 CERTIFIED MAXIMUM GROSS TAKE-OFF WEIGHT	5 LANDING FEE @ 1.35/M LBS	6 NO. OF LANDINGS	7 LANDING FEES DUE
15						\$ -		\$ -
16						\$ -		\$ -
17						\$ -		\$ -
18						\$ -		\$ -
19						\$ -		\$ -
20						\$ -		\$ -
21						\$ -		\$ -
22						\$ -		\$ -
23						\$ -		\$ -
24						\$ -		\$ -
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39						\$ -		\$ -
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41						\$ -		\$ -
42						\$ -		\$ -
43						\$ -		\$ -
44						\$ -		\$ -
45						\$ -		\$ -
46						\$ -		\$ -
47						\$ -		\$ -
48						\$ -		\$ -
49						\$ -		\$ -

Additional Landing Fee Information

Total      Landing Fees      \$ -  
(both sheets)

50						\$	-		\$	-
51						\$	-		\$	-
52						\$	-		\$	-
53						\$	-		\$	-
54						\$	-		\$	-
55						\$	-		\$	-
56						\$	-		\$	-
57						\$	-		\$	-
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81						\$	-		\$	-
82						\$	-		\$	-
83						\$	-		\$	-
84						\$	-		\$	-
85						\$	-		\$	-
86						\$	-		\$	-
87						\$	-		\$	-

Additional Landing Fee Information

Total      Landing Fees      \$      -  
(both sheets)

88						\$	-		\$	-
89						\$	-		\$	-
90						\$	-		\$	-
91						\$	-		\$	-
92						\$	-		\$	-
93						\$	-		\$	-
94						\$	-		\$	-
95						\$	-		\$	-
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119						\$	-		\$	-
120						\$	-		\$	-
121						\$	-		\$	-
122						\$	-		\$	-
123						\$	-		\$	-
124						\$	-		\$	-
125						\$	-		\$	-

Additional Landing Fee Information

Total      Landing Fees      \$      -  
(both sheets)

126						\$	-		\$	-
127						\$	-		\$	-
128						\$	-		\$	-
129						\$	-		\$	-
130						\$	-		\$	-
131						\$	-		\$	-
132						\$	-		\$	-
133						\$	-		\$	-
134						\$	-		\$	-
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137						\$	-		\$	-
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139						\$	-		\$	-
140						\$	-		\$	-
141						\$	-		\$	-
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143						\$	-		\$	-
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156						\$	-		\$	-
157						\$	-		\$	-
158						\$	-		\$	-
159						\$	-		\$	-
160						\$	-		\$	-
161						\$	-		\$	-
162						\$	-		\$	-
163						\$	-		\$	-

Additional Landing Fee Information

Total      Landing Fees      \$      -  
(both sheets)

164						\$	-		\$	-
165						\$	-		\$	-
166						\$	-		\$	-
167						\$	-		\$	-
168						\$	-		\$	-
169						\$	-		\$	-
170						\$	-		\$	-
171						\$	-		\$	-
172						\$	-		\$	-
173						\$	-		\$	-
174						\$	-		\$	-
175						\$	-		\$	-
176						\$	-		\$	-
177						\$	-		\$	-
178						\$	-		\$	-
179						\$	-		\$	-
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## ALASKA INTERNATIONAL AIRPORT SYSTEM INSTRUCTIONS FOR CERTIFIED ACTIVITY REPORT



### CAR DATA TAB

- 1a Aircraft Description:** List description of each aircraft type used (e.g. "Description" - B737).
  - 1b Model:** List model of each aircraft type used (e.g. "Model" - 200).
  - 2 Jet (J) or Non-Jet (N):** Enter "J" for jet aircraft or "N" for non-jet aircraft.
  - 3 Cargo (C) or Passenger (P):** Enter a "P" for passenger flights or "C" for cargo flights. If a flight is a combination of passenger and cargo it should be considered as a passenger flight. If the same type of aircraft is used for both passenger flights and for all-cargo flights in the same month, each kind of usage should be listed separately.
  - 4 Certified Maximum Gross Take-off Weight:** Enter Certified Maximum Gross Takeoff Weight (CMGTW) for each aircraft type/model listed. Please record all landings, even those for aircraft under 6,000 pounds. Fees apply only to aircraft 6,000 pounds and above.
  - 5 Landing Fee:** The landing fee at the rate indicated times CMGTW. Automatically calculated.
  - 6 Number of Landings:** Enter the number of landings for each aircraft type.
  - 7 Landing Fees Due:** The aircraft landing fee (5) multiplied by the number of landings (6). Automatically calculated.
- 8, 9, 10 Daily aircraft parking fees** are due for utilizing airport administered parking aprons by all cargo aircraft 6,000 lbs CMGTW and above. Record then number of parkings according to the aircraft type (narrow or wide body), duration (up to 4 hours and over 4 hours, not to exceed 24 hours). The Parking Fees Due will be automatically calculated.
- 11 ANCHORAGE INTERNATIONAL AIRPORT**  
**Airport Administered Fees:**  
Record the number of South Terminal and North Terminal gate usages according to the aircraft type (narrow or wide body, regional, or commuter). Fees will be automatically calculated.  
**Common Use:**  
Air carriers with a Designated Primary Bag Claim: List the number of enplaned passengers.  
Air carriers without a Designated Primary Bag Claim: List the number of enplaned passengers. Fees will be automatically calculated.
- 12 FAIRBANKS INTERNATIONAL AIRPORT**  
**Airport administered fees:**  
Record the number of gate usages according to the aircraft type (narrow or wide body, regional, or commuter). Fees will be automatically calculated.  
**Common Use:**  
List the number of enplaned passengers and multiply by the rate indicated. Fees will be automatically calculated.
- 13 INDIVIDUAL PER USE FEES**  
**Federal Inspection Service Fee:**  
List the number of arriving flights which utilize the services of the Federal Customs Inspection Service (FIS) and multiply by the rate indicated.  
List the number of deplaned (rev & non-rev) passengers and multiply by rate indicated. This exclude flight crews or in-transit passengers who do not leave the terminal. Fees will be automatically calculated.  
**Ticket Counter:**  
List the number of uses for Passenger Jet Bridge per turn and multiply by the rate indicated. List  
the number of uses of the state owned ticket counter/bag makeup space multiply by the rate indicated per hour. Fees will be automatically calculated.
- 14 TOTAL OF ALL FEES.** The accurate reporting of activities and payment of fees reportable on this form are ultimately the responsibility of the air carrier that conducts the activity. Each operating carrier is responsible for full and timely payment of fees and timely submission of CAR, regardless of whether the carrier or it's agent prepares and submits the CAR or payment. If providing ground-handling services under other than the Operating Agreement, a CAR and payment are due together from the ground-handler.

## **ALASKA INTERNATIONAL AIRPORT SYSTEM INSTRUCTIONS FOR CERTIFIED ACTIVITY REPORT**

- 15** For either Airport, list the total number of passengers, both **revenue and non-revenue**. Carriers providing both international and domestic passenger service must file separate monthly certified activity reports for each type of service.
- Deplaned Passengers** - The number of passengers exiting an aircraft. For this purpose, count destination passengers or passengers connecting within a carrier's system or to another carrier.
- Enplaned Passengers** - The number of passengers boarding an aircraft. For this purpose, count originating passengers or connecting passengers within a carrier's system or from another carrier.
- Transit Passengers** - The number of passengers whose flight number remains the same arriving and departing the airport. For this purpose, passengers changing aircraft but maintaining the same flight number are counted as transit passengers. Count each transit passenger once.
- Note:** Passengers changing flights and stopover passengers will be counted twice, once as deplaned and once as enplaned.
- 16** List the number of pounds of air cargo including mail, freight, express freight, and transit freight.
- 16a Deplaned Freight** - All revenue and non-revenue freight, with the exception of U.S. mail and passenger bags, that is unloaded from an aircraft including transfers, crossloads, transloads, interlined, express and/or originating freight. Do not include transit freight, i.e. freight that remains on an aircraft, or freight offloaded exclusively for customs and then reloaded on the same aircraft using the same flight number.
- Enplaned Freight** - All revenue and non-revenue freight, with the exception of U.S. mail and passenger bags, that is loaded onto an aircraft including transfers, crossloads, transloads, interlined, express and/or originating freight. Do not include transit freight, i.e. freight that remains on an aircraft, or freight offloaded exclusively for customs and then reloaded on the same aircraft using the same flight number.
- Transit Freight** - Freight that is not enplaned or deplaned at ANC/FAI that remains on an aircraft and passes through ANC/FAI in transit to another destination, including cargo offloaded exclusively for customs and then reloaded on the same aircraft using the same flight number.
- 16b Deplaned Mail** - U.S. mail, including bypass mail, that is unloaded from an aircraft including transfer crossloads, interlined, express, and/or originating mail. Do not include transit mail, i.e. mail that remains on an aircraft, or is offloaded exclusive.
- Enplaned Mail** - U.S. mail, including bypass mail, that is loaded onto an aircraft including transfer crossloads, interlined, express, and/or originating mail.
- 17** List the number of enplaned and deplaned crew members from all crew changeovers.
- 18** List your fuel supplier and the number of gallons of aviation fuel supplied.

### **Ted Stevens Anchorage International Airport**

P.O. Box 196960  
Anchorage, AK 99519-6960  
Accounting: (907)266-2414 or 266-2412 voice/ (907)266-2100 fax  
E-mail: [DOT.aia.finance@alaska.gov](mailto:DOT.aia.finance@alaska.gov)  
visit us at : [www.anchorageairport.com](http://www.anchorageairport.com)

### **Fairbanks International Airport**

6450 Airport Way, Suite 1  
Fairbanks, AK 99709  
Accounting: (907)474-2509 or 474-2510 voice/ (907)474-2513 fax  
[dot.fai.accounting@alaska.gov](mailto:dot.fai.accounting@alaska.gov)

**ALASKA INTERNATIONAL AIRPORT SYSTEM  
STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**



Ted Stevens  
ANCHORAGE INTERNATIONAL AIRPORT  
P.O. BOX 196960  
ANCHORAGE, AK 99519-6960

FAIRBANKS INTERNATIONAL AIRPORT  
6450 AIRPORT WAY, SUITE 1  
FAIRBANKS, AK 99709



## **Certified Activity Report**

This spreadsheet is to be used to submit via Email the Certified Activity Report information to the Ted Stevens Anchorage International Airport (ANC) or Fairbanks International Airport (FAI). Separate reports are required for each airport.

Please fill in the ID Information on the ID Info sheet and enter the CAR Data on the CAR Data sheet. *You will need to specify if you are a Signatory, Non-Signatory, or Commercial Carrier for the excel spreadsheet to calculate rate properly.* The light blue fields are applicable to both ANC & FAI. The tan fields are for ANC while the light green fields are for FAI. Use the TAB field to navigate between enterable fields. Detail instructions are written on the sheet titled Instructions.

***Please submit this spreadsheet as an EXCEL 97 or 2003 workbook.***

**For Ted Stevens Anchorage International Airport Email to:**

**[DOT.aia.finance@alaska.gov](mailto:DOT.aia.finance@alaska.gov)**

**For Fairbanks International Airport Email to:**

**[dot.fai.accounting@alaska.gov](mailto:dot.fai.accounting@alaska.gov)**



ALASKA INTERNATIONAL AIRPORT SYSTEM  
STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Certified Activity Report For The Month Ending:

Date (mm/dd/yy)

Signatory Carrier:

No

☐

This report is for activity at:  
(Check one)

☐

**TED STEVENS  
ANCHORAGE INTERNATIONAL AIRPORT  
P.O. BOX 196960  
ANCHORAGE, AK 99519-6960**

**FAIRBANKS INTERNATIONAL AIRPORT  
6450 AIRPORT WAY, SUITE 1  
FAIRBANKS, AK 99709**



Company:

Billing:

Address:

  
  

Summary: Landing Fees:	\$	-
Parkings:	\$	-
Additional Charges:	\$	-
<b>Total Due</b>	<b>\$</b>	<b>-</b>

IF YOU PROVIDE GROUND-HANDLING SERVICES TO OTHER AIR CARRIERS, A SEPARATE CERTIFIED ACTIVITY REPORT (CAR) MUST BE SUBMITTED FOR EACH CARRIER GROUND-HANDLED. SEE INSTRUCTIONS ON REVERSE SIDE # 14.

I HEREBY CERTIFY THAT THIS INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Date:

BY:

PER ATTACHED FAX COPY

Phone:

Fax:

**NOTE: THIS REPORT AND PAYMENT ARE DUE IN THE AIRPORT ACCOUNTING OFFICE BY THE 10TH OF THE MONTH FOR THE PREVIOUS MONTH'S ACTIVITIES.  
INTEREST WILL BE CHARGED ON ALL DELINQUENT ACCOUNTS.  
ANY CARRIER PROVIDING BOTH INTERNATIONAL AND DOMESTIC PASSENGER SERVICE  
MUST FILE SEPARATE MONTHLY CERTIFIED ACTIVITY REPORTS FOR EACH TYPE OF SERVICE.**

**REVISED RATES EFFECTIVE JANUARY 2010.**

**SEE INSTRUCTIONS SHEET FOR ADDITIONAL INFORMATION**

**ALASKA INTERNATIONAL AIRPORT SYSTEM**  
**Ted Stevens Anchorage International Airport**

0

CERTIFIED ACTIVITY REPORT FOR THE MONTH ENDING:

**Landing Fee Information**

AIRCRAFT INFORMATION					LANDING FEE INFORMATION		
					NonSignatory		
1a	1b	2	3	4	5	6	7
AIRCRAFT DESCRIPTION	MODEL	JET (J) or NON-JET(N)	CARGO (C) or PAX (P)	CERTIFIED MAXIMUM GROSS TAKE-OFF WEIGHT	LANDING FEE 1.69/M LBS*	NO. OF LANDINGS	LANDING FEES DUE
1					\$ -		\$ -
2					\$ -		\$ -
3					\$ -		\$ -
4					\$ -		\$ -
5					\$ -		\$ -
6					\$ -		\$ -
7					\$ -		\$ -
8					\$ -		\$ -
9					\$ -		\$ -
10					\$ -		\$ -
11					\$ -		\$ -
12					\$ -		\$ -
13					\$ -		\$ -
14					\$ -		\$ -
						Total Landing Fees	\$ -
						(includes additional landings)	

\* Landing Fee For Aircraft Under 12,500 CMGTW = 1.35/M Lbs

**AIRCRAFT PARKING FEE INFORMATION**

	8) PARKING FEE	9) NO. OF PARKINGS	10) PARKING FEES DUE	
Wide Body up to 4 hrs.	\$112.42		-	
Wide Body over 4hrs (not to exceed 24 hrs.)	\$224.83		-	
Narrow Body up to 4 hrs.	\$56.21		-	
Narrow Body over 4hrs. (not to exceed 24 hrs.)	\$168.63		-	
TOTAL PARKING FEES			-	
				Total Parking Fees
				\$ -

**ADDITIONAL AIRPORT CHARGES**

11 ANCHORAGE:

12 FAIRBANKS:

AIRPORT ADMINISTERED FEES

	Gate Fee (Per Turn)		Gate Fee (Per Turn)			
	South Terminal	North Terminal	FIA			
Wide Body \$471.75 x				\$	-	
Narrow Body \$262.08 x				\$	-	
Regional \$183.46 x				\$	-	
Commuter \$104.83 x				\$	-	
<b>COMMON USE - BAG CLAIM:</b>						
Each enplaned passenger(primary)	AIA			\$	-	
X \$2.03 =						
Each enplaned passenger(all others)	AIA/FIA			\$	-	
X \$2.03 =						
						Total Gate & Bag Claim Fees
						\$ -
<b>13 Individual Use Fees</b>						
<u>FEDERAL CUSTOMS INSPECTION SERVICE USE:</u>						
Airplane Inspection \$35/per X	AIA/FIA			\$	-	
Deplaning Passenger \$3.04/per passenger X				\$	-	
<u>TICKET COUNTERS:</u>						
Passenger Jet Bridge Fee \$163.74/per turn x	South Terminal	North Terminal	FIA	\$	-	
Bag Makeup Space \$19.29/per hour X				\$	-	
						Total Individual Use Fees
						\$ -
Total Individual Use Fees						

**14 TOTAL DUE \$ -****15 PASSENGER INFORMATION**

	ANCHORAGE SOUTH TERMINAL		ANCHORAGE NORTH TERMINAL		FAIRBANKS INTERNATIONAL TERMINAL	
	Revenue	Non-Revenue	Revenue	Non-Revenue	Revenue	Non-Revenue
DEPLANED						
ENPLANED						

ALASKA INTERNATIONAL AIRPORT SYSTEM  
Ted Stevens Anchorage International Airport

IN TRANSIT					
TOTAL PAX	0	0	0	0	0

16a FREIGHT INFORMATION LBS.

	Domestic	International	Total
DEPLANED			0
ENPLANED			0
IN TRANSIT			0
TOTAL FREIGHT	0	0	0

16b AIRMAIL INFORMATION LBS.

	Domestic	International	Total
DEPLANED			0
ENPLANED			0
TOTAL MAIL	0	0	0

17 CREW CHANGEOVER

DEPLANED:	ENPLANED:

18 FUEL INFORMATION

	TOTAL GALLONS
FUEL SUPPLIED BY:	AVIATION FUEL:

0

(both sheets)

(both sheets)

AIRCRAFT INFORMATION					LANDING FEE INFORMATION			
1a	AIRCRAFT DESCRIPTION	1b MODEL	2 JET (J) or NON-JET(N)	3 CARGO (C) or PAX ( P)	4 CERTIFIED MAXIMUM GROSS TAKE-OFF WEIGHT	5 LANDING FEE @ 1.69/M LBS*	6 NO. OF LANDINGS	7 LANDING FEES DUE
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17						\$ -		\$ -
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Additional Landing Fee Information

Total      Landing Fees      \$      -  
(both sheets)

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Additional Landing Fee Information

Total      Landing Fees      \$      -  
(both sheets)

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Additional Landing Fee Information

Total      Landing Fees      \$ -  
(both sheets)

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Additional Landing Fee Information

Total      Landing Fees      \$      -  
(both sheets)

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